

321—16.3(231,249H) Chairperson and vice-chairperson duties.

16.3(1) The chairperson's duties include:

- a.* Ensuring that tentative agendas for meetings are prepared and distributed;
- b.* Ensuring that all notices to the public required by Iowa Code section 21.4 are given;
- c.* Convening and chairing unit meetings;
- d.* Ensuring that unit proceedings are recorded; and
- e.* Ensuring that minutes of meetings are prepared and distributed.

16.3(2) The vice-chairperson shall assume the chairperson's duties in the chairperson's absence.